

How to List in the NR

Nominating a property to the National Register of Historic Places is a multi-step process involving the property owner(s), the Vermont Division for Historic Preservation, the [Vermont Advisory Council on Historic Preservation](#), and the [National Park Service](#). In some cases, the local Historic Preservation Commission and the chief elected local official may be involved as well. Working together, each of these parties plays an important role in a successful National Register nomination. Property owners are strongly encouraged to engage a [historic preservation consultant](#) who can help prepare the nomination materials and assist with the many steps in the nominating process.

National Register nominations are reviewed quarterly by the [Vermont Advisory Council on Historic Preservation](#). The typical nomination process, from start to formal listing in the National Register, takes approximately seven to eight months. Please click here for a detailed schedule of the nomination process.

As of January 1, 2014, the Vermont Division for Historic Preservation prefers that all new National Register nominations be prepared and submitted electronically, in accordance with the National Park Service's [Guidance on How to Submit a Nomination to the National Register of Historic Places on Disk Summary \(05/06/2013\)](#) (PDF).

You MUST use the following National Register nomination form(s) to prepare the nomination:

Complete NR Form: [National Register of Historic Places Registration Form/NPS Form 10-900](#) (MS Word)

Continuation Sheet: [National Register of Historic Places Continuation Sheet/NPS Form 10-900a](#) (MS Word)

MPDF Form: [National Register of Historic Places Multiple Property Documentation Form](#) (MS Word)

The National Park Service offers the following guidance documents to assist with the preparation of digital photographs and maps:

[National Register Photo Policy Factsheet \(Updated 05/15/2013\)](#) (PDF)

[National Register Draft Electronic Map Policy Factsheet \(06/2012\)](#) (PDF)

If have any questions regarding the above information, or if you are not able to prepare and submit your nomination electronically, please contact Devin Colman, State Architectural Historian, at devin.colman@vermont.gov or 802-828-3043 for additional guidance.

Devin Colman, State Architectural Historian
802-828-3043